

Office Associate

MMBH240070

Mildred Mitchell-Bateman Hospital

Cabell County

\$28,800 - \$48,000

General Description:

This position serves as the clerical support for the Human Resources department. This position ensures that all phone calls are directed to the appropriate Human Resources personnel in an efficient and professional manner. Responsibilities include providing clerical support to the Director of Human Resources such as scanning, filing, scheduling appointments, typing all correspondence as assigned. This position will be responsible for greeting and assisting applicants regarding the hiring process and scheduling pre-hire screenings.

This is a tobacco free facility. Chosen applicants must successfully complete a chemical urinalysis and breath analysis drug screening test. All employees shall be subject to drug testing for probable cause as set forth in Agency and Bureau policies. Candidates must successfully pass a background screening.

Position Number: 0512P01924

Minimum Qualifications:

Education: High school diploma or the equivalent.

Benefits Include:

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness clinic
- Flex benefits
- Deferred compensation and retirement

The West Virginia Department Of Health Facilities is an Equal Opportunity employer. This position announcement is established as of January 16, 2024, and will remain open until January 23, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to: OHRMOSAClassComp@wv.gov. Please put MMBH240070 in the subject line of your email.

Note: Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.